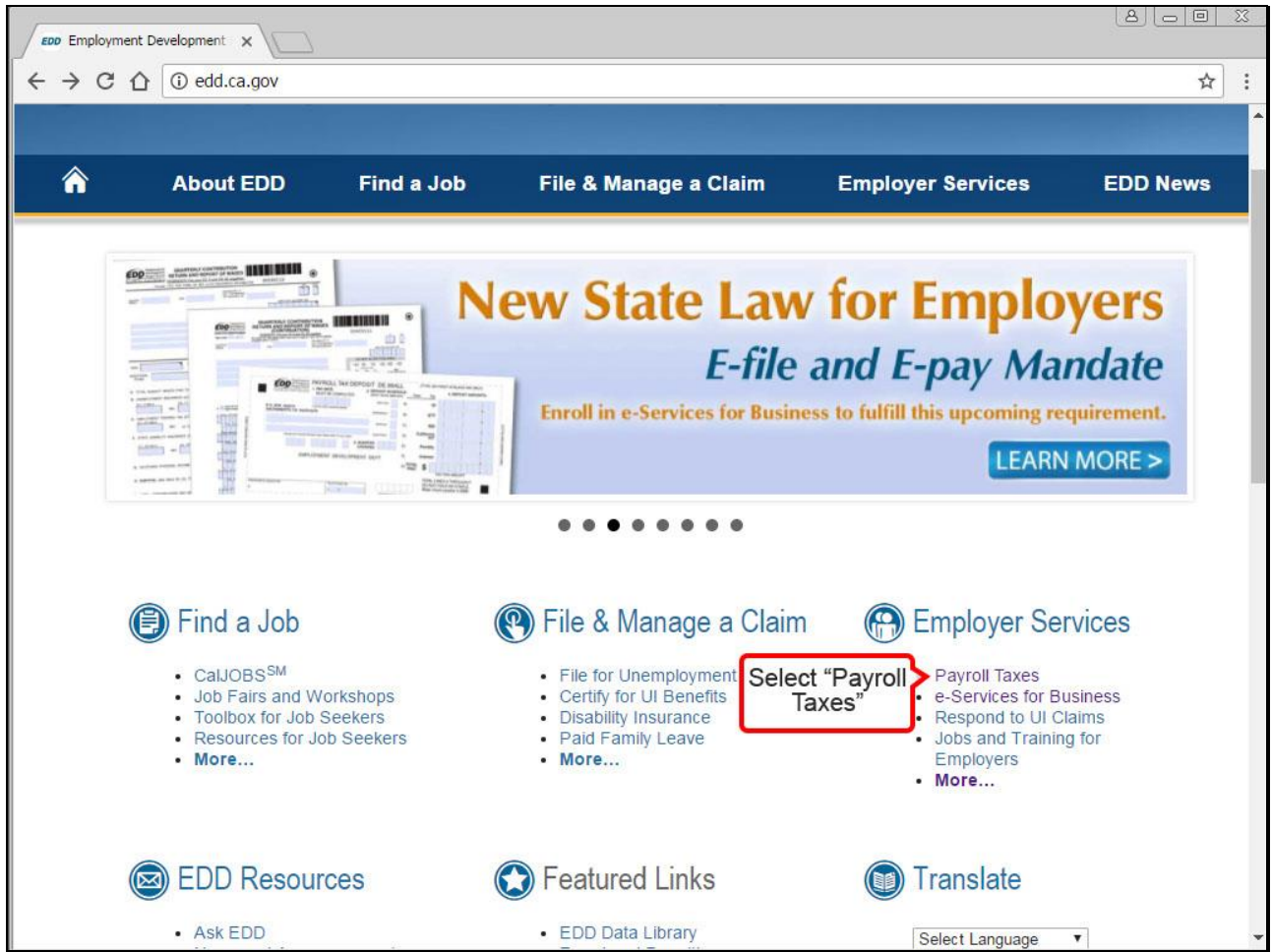

I Want to Register for a California Employer Payroll Tax Account Number for Employers of Household Workers

Slide notes

This tutorial was developed by the California Employment Development Department (EDD) to assist you with navigating through e-Services for Business.

This tutorial will show you how to register and obtain a household employer payroll tax account number. It is important to note that before you can use e-Services for Business to register, you must obtain a username and password. If you would like to learn how to enroll for a username and password refer to the tutorial “I Want to Enroll for a Username and Password to Use Employer Services Online.”



Slide notes

Welcome to the Employment Development Department home page. Notice the “Payroll Taxes” and “e-Services for Business” links in the Employer Services column. Select “Payroll Taxes” to start the registration process. Once you have registered and are using e-Services for Business to manage your employer payroll tax account, you can use the “e-Services for Business” link directly.

PLEASE NOTE: In order to use the online registration application, you must enroll for a username and password.

EDD Payroll Taxes

edd.ca.gov/Payroll_Taxes/

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Payroll Taxes

Important Information

New State Law: Electronic File and Pay Requirement

Employers with 10 or more employees are now required to **electronically** submit employment tax returns, wage reports, and payroll tax deposits to the Employment Development Department. Beginning January 1, 2018, all remaining employers will be subject to this mandate.

For more information, visit [E-file and E-pay Mandate for Employers](#).

Whether you are starting a new business, an existing employer, or a household employer, our goal is to help you find the resources and information that you need to succeed. For the latest news, visit [Payroll Tax News](#), the [California Employer Newsletter](#), and subscribe to EDD's e-mail subscription services. Our business is your success.

e-Services for Business

- Enroll or Login
- e-Services for Business
- Frequently Asked Questions

Getting Started

- What Are State Payroll Taxes?
- Register as an Employer
- Required Filings and Due Dates

Running Your Business

- Rates and Withholding
- Changes to Your Business

Select "Register as an Employer"

Slide notes

Select "Register as an Employer" under the "Getting Started" column.

The screenshot shows a web browser window with the address bar displaying `edd.ca.gov/Payroll_Taxes/Am_I_Required_to_Register_as_an_Employer.htm`. The page title is "Am I Required to Register as an Employer?". Below the title, there is a paragraph explaining the registration requirements for employers. A "Show All | Hide All" link is present. A list of topics is shown, with "Information Needed to Register with the EDD" highlighted by a red box and a callout. Below this, a list of business types is provided, also enclosed in a red box.

Am I Required to Register as an Employer?

If you operate a business and employ one or more employees, you must register as an employer with the Employment Development Department (EDD) when you pay wages in excess of \$100 in a calendar quarter. If you are a household employer of one or more household workers, you must register with the EDD when you pay cash wages of \$750 or more in a calendar quarter.

[Show All](#) | [Hide All](#)

- Types of Employers
- When Does a Business Become Subject to State Payroll Taxes?
- **Select "Information Needed to Register with the EDD"** • When Does a Business Become Subject to State Payroll Taxes?
- **Information Needed to Register with the EDD**

Select your business type below to determine what information you will need to successfully complete your registration application.

- Commercial Employers-Individual Owners, Co-Ownerships, General Partnerships
- Commercial Employers-Corporations, Limited Liability Company (LLC), Limited Liability Partnerships (LLP), Limited Partners (LP)
- Employers of Household Workers
- Non-Profit Employers
- Agricultural Employers
- Church and Religious Order Employers
- Disability Insurance Elective Coverage (DIEC)
- Public Entity Employers
- Employers Depositing Only Personal Income Tax (PIT Only) Withholding (Including Payers of Pensions and Annuities)
- Public School Employers
- Indian Tribe Employers

Slide notes

This page contains information to help you determine if you need to register for an employer payroll tax account number and what your responsibilities are as an employer. Select "Information Needed to Register with the EDD." Select your type of business for a list of information you will need to begin the registration process.

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For more information, visit [E-file and E-pay Mandate for Employers](#).

Whether you are starting a new business, an existing employer, or a household employer, our goal is to help you find the resources and information that you need to succeed. For the latest news, visit [Payroll Tax News](#), the [California Employer Newsletter](#), and subscribe to EDD's e-mail [subscription services](#). Our business is your success.

e-Services for Business

Select "Enroll or Login"

- Enroll or Login
- e-Services for Business
- Frequently Asked Questions

Getting Started

- What Are State Payroll Taxes?
- Register as an Employer
- Required Filings and Due Dates

Running Your Business

- File and Pay Options
- Rates and Withholding
- Changes to Your Business

Slide notes

When you have all of your information available you can start the login process. Select the back button on your browser to go to the "Payroll Taxes" page. Select the "Enroll or Login" link.

EDD Employer Services Online

Secure | <https://eddservices.edd.ca.gov/tap/secure/eservices>

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Employer Services Online

Employer Services Online allows you to access e-Services for Business, eWOTC, or SIDES E-Response. If you are a new user, you must first complete a one-time enrollment process.

Login

Username: [Forgot username?](#)

Password: [Forgot password?](#)

Note: Password is case sensitive.

Select "Login"

Enroll

[Enroll for a username and password to access Employer Services Online.](#)

Slide notes

Enter your username and password that you obtained previously. Select "Login."

e-Services for Business x

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Menu e-Services Enrollment Log Out

1. Welcome to e-Services for Business

Welcome to e-Services for Business

Select Existing Employer if you are any one of the following:

- An employer who already has an employer payroll tax account number.
- An employer representative/payroll agent.
- An individual/business who is reporting Independent Contractor(s).

Select New Employer if you are:

- An employer and need to register for an employer payroll tax account number.
- Do not select this option if you are an employer representative/payroll agent.

I am a(n) Existing Employer **New Employer** Select an option Select an option

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Select "New Employer."

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Menu e-Services Enrollment Log Out

1. Welcome to e-Services for Business

Welcome to e-Services for Business

Select Existing Employer if you are any one of the following:

- An employer who already has an employer payroll tax account number.
- An employer representative/payroll agent.
- An individual/business who is reporting Independent Contractor(s).

Select New Employer if you are:

- An employer and need to register for an employer payroll tax account number.
- Do not select this option if you are an employer representative/payroll agent.

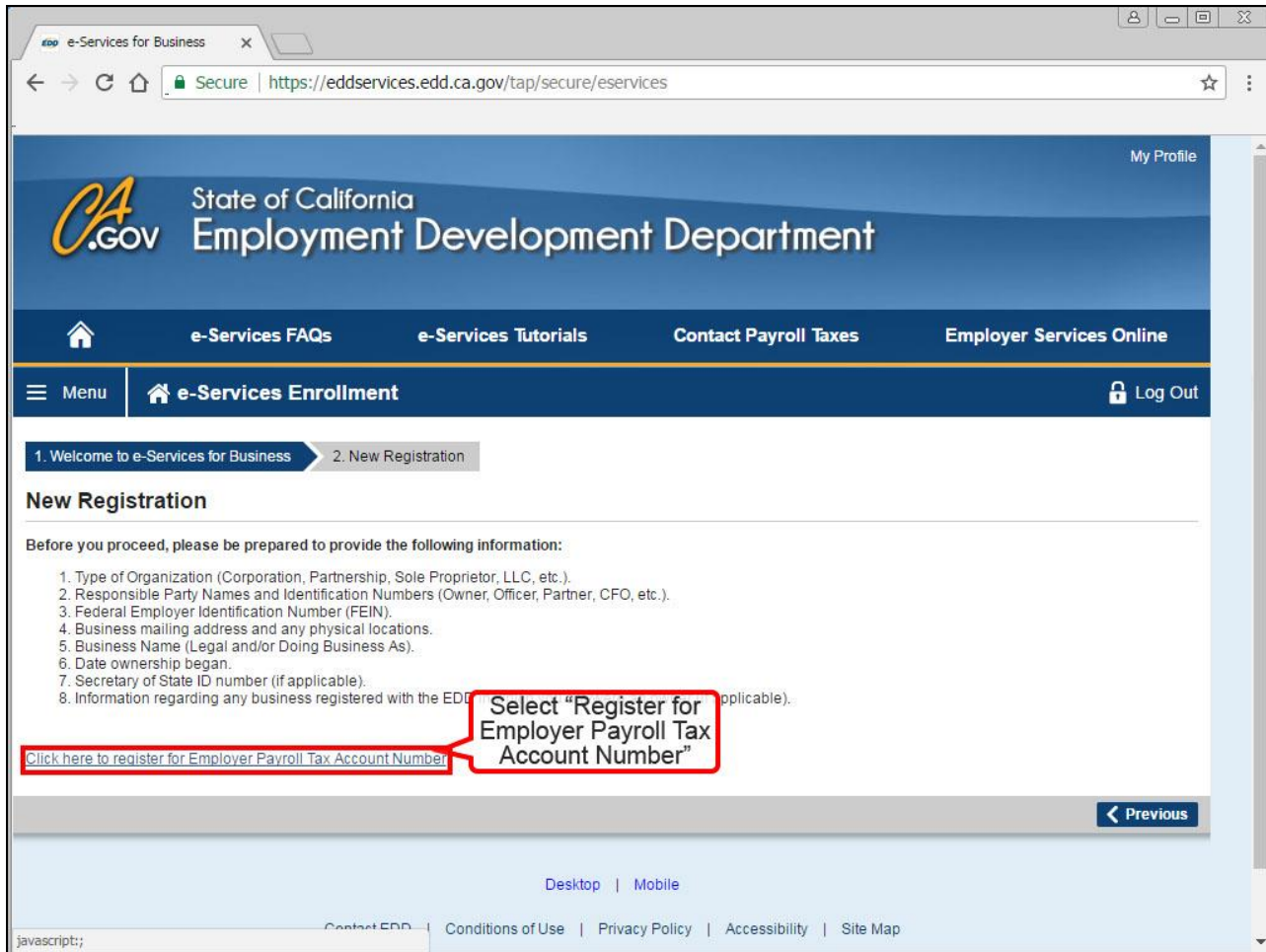
I am a(n) Existing Employer **New Employer**

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Slide notes

Select "Next" to continue.



Slide notes

Select "Register For Employer Payroll Tax Account Number."

The screenshot shows the EDD e-Services for Business registration page. The browser address bar displays <https://eddservices.edd.ca.gov/tap/secure/eservices>. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "1. Reason for Application" and "Reason for Application". It contains a dropdown menu with the following options: "Hired Employees", "New Business", "Other", and "Purchased a Business". The "New Business" option is selected. A red box highlights the text "Select 'New Business'". Below the dropdown menu, there is a "Save" button and a "Cancel" button. The page footer includes links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", and a copyright notice for 2017 State of California.

Slide notes

Select the reason that best describes why you are applying for a new employer payroll tax account number. For this example, we select "New Business."

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Menu Register a New Account (DE1) Log Out

1. Reason for Application

Reason for Application

All employers conducting business in California are subject to the employment tax laws of the California Unemployment Insurance Code (CUIC). Once a business hires an employee, the business is considered an employer and must register with the Employment Development Department (EDD) within 15 days after paying wages in excess of \$100 in a quarter (household employers must register after paying wages in excess of \$750 in a quarter).

Select one of the following reasons for requesting a new employer payroll tax account number

Select a Reason

Save Cancel

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Slide notes

Select "Next" to continue.

The screenshot displays the State of California Employment Development Department's e-Services portal. The header includes the CA.Gov logo and the department name. A navigation bar contains links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this, a 'Menu' section features a 'Register a New Account (DE1)' button and a 'Log Out' link. The main content area is titled 'Employer Type Information' and shows a progress bar with '1. Reason for Application' and '2. Employer Type Information'. The 'Select an Employer Type' dropdown menu is open, listing various options: Agricultural, Annuitant Payers, Church or Religious, Commercial, Dist Hospitals, District Fairs, Fed State Withho, Fishing Boat, Household, Indian Tribe, Non Profit, Non Profit 501C3, and Non Profit School. The 'Household' option is highlighted, and a red box with the text 'Select "Household"' points to it. The page also includes a 'Save' button, a 'Cancel' button, and a 'Previous' button. The footer contains links for 'Mobile', 'Privacy Policy', 'Accessibility', and 'Site Map'.

Slide notes

Now you will select the “Employer Type” that best describes your business. Use the drop down menu and select from the available choices. For this example, we select “Household.”

Slide notes

Now you will select the “Organization Type” that best describes your business. Use the drop down menu and select from the available choices. For this example, we select “Individual / Sole Proprietor.”

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Menu Register a New Account (DE1) Log Out

1. Reason for Application 2. Employer Type Information

Employer Type Information

Select an Employer Type Household

Select an Organization Type Individual / Sole Proprietor

An employing unit providing household/domestic services (private home, local college club, or local chapter of a college fraternity or sorority).
If you pay less than \$20,000 per year, you may elect to pay California payroll taxes annually.

Do you elect to pay your CA payroll taxes on an annual basis? Yes No

Select an option

Select an option

Save Cancel Previous Next

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Slide notes

Next answer “Yes” or “No” to the question, “Do you elect to pay your CA payroll taxes on an annual basis?” For more information about this election, refer to *Information Sheet: Household Employment* (DE 231L) available on the EDD website at http://www.edd.ca.gov/pdf_pub_ctr/de231l.pdf. For this example, we select “No.”

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1. Reason for Application 2. Employer Type Information

Employer Type Information

Select an Employer Type

Select an Organization Type

An employing unit providing household/domestic services (private home, local college club, or local chapter of a college fraternity or sorority).
If you pay less than \$20,000 per year, you may elect to pay California payroll taxes annually.

Do you elect to pay your CA payroll taxes on an annual basis?

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Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

1. Reason for Application 2. Employer Type Information 3. Wage Information

Wage Information

From 1/1/2017 to 3/31/2017 you first paid cash wages of:

- Less than \$750: You are not required to pay State Disability Insurance (SDI) from your employees' wages.
- Between \$750 and \$999.99: You are required to pay State Disability Insurance (SDI) from your employees' wages.
- \$1,000 or more: You are required to pay State Disability Insurance (SDI) from your employees' wages, and withhold State Disability Insurance (SDI) from your employees' wages.

Between \$750 and \$999.99
Less than \$750
\$1,000 or more

Select "Less than \$750"

In the prior quarter, what was the total of cash wages paid? Required

Save Cancel Previous Next

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Slide notes

It is important that you identify which quarter you first paid wages in excess of \$750. For this example, we select "Less than \$750" as being paid in the prior quarter.

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1. Reason for Application > 2. Employer Type Information > 3. Wage Information

Wage Information

From 1/1/2017 to 3/31/2017 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employee wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the prior quarter, what was the total of cash wages paid? Less than \$750

From 4/1/2017 to 6/30/2017 you first paid cash wages of:

Select "\$1,000 or more"

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employee wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

\$1,000 or more

Between \$750 and \$999.99

Less than \$750

In the current quarter, what is the total of cash wages paid? Required Required

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The next part of this question is to determine how much you paid in total cash wages for the current quarter. For this example, we select "\$1,000 or more" for the current quarter.

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1. Reason for Application > 2. Employer Type Information > 3. Wage Information

Wage Information

From 1/1/2017 to 3/31/2017 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employee wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the prior quarter, what was the total of cash wages paid?

From 4/1/2017 to 6/30/2017 you first paid cash wages of:

- **Less than \$750:** You are not required to register.
- **Between \$750 to \$999.99:** You are required to register, to report employee wages, and withhold State Disability Insurance (SDI) from your employees' wages.
- **\$1,000 or more:** You are required to register, to report employee wages, pay Unemployment Insurance (UI) and Employment Training Tax (ETT), and withhold State Disability Insurance (SDI) from your employees' wages.

In the current quarter, what is the total of cash wages paid?

Select "Next"

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Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

1. Reason for Application 2. Employer Type Information 3. Wage Information 4. Employee Information

Employee Information

Do you have employees working in California? ☒ Yes ☐ No [Select an option](#)
[Select an option](#)

"Employment" does not include service performed by a child under the age of 18 years in the employ of his/her father or mother, or service performed by an individual in the employ of his/her son, daughter, or spouse, including, effective January 1, 2005, the employee's registered domestic partner. (Section 631 of the California Unemployment Insurance Code)

Do you only employ your spouse, parents, or minor child(ren)? ☐ Yes ☐ No [Select an option](#)

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Slide notes

Next we need to know if you have employees working in California and whether they are family members. Select "Yes" or "No" for each question.

For this example, we select "Yes" to the question "Do you have employees working in California?"

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Menu Register a New Account (DE1) Log Out

1. Reason for Application 2. Employer Type Information 3. Wage Information 4. Employee Information

Employee Information

Do you have employees working in California?

"Employment" does not include service performed by a child under the age of 18 years in the employ of his/her father or mother, or service performed by an individual in the employ of his/her son, daughter, or spouse, including, effective January 1, 2005, the employee's registered domestic partner. (Section 631 of the California Unemployment Insurance Code)

Do you only employ your spouse, parents, or minor child(ren)? Select an option
Select an option

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For this example, we select "No" to the question "Do you only employ your spouse, parents, or minor child(ren)?"

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Menu Register a New Account (DE1) Log Out

1. Reason for Application 2. Employer Type Information 3. Wage Information 4. Employee Information

Employee Information

Do you have employees working in California? ☒ Yes ☐ No

"Employment" does not include service performed by a child under the age of 18 years in the employ of his/her father or mother, or service performed by an individual in the employ of his/her son, daughter, or spouse, including, effective January 1, 2005, the employee's registered domestic partner. (Section 631 of the California Unemployment Insurance Code)

Do you only employ your spouse, parents, or minor child(ren)? ☐ Yes ☒ No

Save Cancel **Select "Next"** < Previous Next >

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Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

1. Reason for Application > 2. Employer Type Information > 3. Wage Information > 4. Employee Information > 5. Responsible Party Information

Responsible Party Information

Incomplete Responsible Party

ID Type SSN [dropdown] XXX-XX-XXXX

First Name / Middle Initial JANE

Last Name / Suffix DOE

Date of Birth [calendar icon]

CA Driver License No. [input field]

Select "Next"

Save Cancel < Previous Next >

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Enter the "Responsible Party" information. Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

1. Application 2. Employer Type Information 3. Wage Information 4. Employee Information 5. Responsible Party Information 6. Business Information

Business Information

Date Ownership Began Operating xx-Jan-xxxx

Previously Been a Principal Owner Registered with EDD? Yes No

Select an option

Select an option

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Slide notes

Enter the "Date Ownership Began Operating" and answer "Yes" or "No" to the question, "Previously Been a Principal Owner Registered with EDD?" For this example, we select "No."

The screenshot shows the EDD e-Services for Business registration process. The browser address bar indicates the URL is <https://eddservices.edd.ca.gov/tap/secure/eservices>. The page header includes the CA.Gov logo and the text 'State of California Employment Development Department'. A navigation bar contains links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this is a 'Menu' section with a 'Register a New Account (DE1)' link and a 'Log Out' button. A progress bar shows the steps: 1. Application, 2. Employer Type Information, 3. Wage Information, 4. Employee Information, 5. Responsible Party Information, and 6. Business Information. The 'Business Information' section contains two fields: 'Date Ownership Began Operating' with a dropdown menu showing 'xx-Jan-xxxx', and 'Previously Been a Principal Owner Registered with EDD?' with 'Yes' and 'No' radio buttons. At the bottom of the form are 'Save', 'Cancel', 'Previous', and 'Next' buttons. A red box highlights the 'Next' button with the text 'Select "Next"'. The footer includes links for 'Desktop' and 'Mobile', a list of links: 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Site Map', and a copyright notice: 'Copyright © 2017 State of California'.

Slide notes

Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

1. Account Information > 2. Business Information > 3. Wage Information > 4. Employee Information > 5. Responsible Party Information > 6. Business Information > 7. Industry Information

Industry Information

Select Industry Activity: Service

Describe Product/Service: Testing Required

Save Cancel

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Slide notes

Select the “Industry Activity” that best fits your company and describe your product or service in detail. For this example, we select “Other” and typed in “Testing” for the description. Select “Next” to continue.

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Menu Register a New Account (DE1) Log Out

1. Information 2. Employee Information 3. Responsible Party Information 4. Business Information 5. Industry Information 6. Business Information

Business Information

DBA Name

I have a Federal Tax ID No.

Federal Tax ID No. (FEIN) Required

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Slide notes

If applicable, enter the DBA name of your company. It is very important that the EDD establishes your employer payroll tax account with the correct name. If you have a Federal Tax ID number select "Yes" and enter it. Select "Next" to continue.

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Menu Main » Register a New Account (DE1) Log Out

1. Registration Information 2. Business Information 3. Industry Information 4. Business Information 5. Responsible Party Information 6. Business Information 7. Industry Information 8. Business Information 9. Location Address Information

Location Address Information

Select Country USA

Street 123 ANY ST

Street 2 Ex: PMB 24

Select Unit Type Ex: Suite

Unit Ex: 227

City SACRAMENTO

Select State CALIFORNIA

95814

Select "Yes"

Is your mailing address the same as your location address? Yes No

Select an option

Select an option

Save Cancel Previous Next

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Slide notes

Now we are going to move on to your business "Location Address." If your mailing address is different from your location address, select "No" for the mailing address question. A new section will appear to enter your mailing address. For this example, we select "Yes."

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Menu Main » Register a New Account (DE1) Log Out

1. Registration Information 2. Business Information 3. Industry Information 4. Business Information 5. Responsible Party Information 6. Business Information 7. Industry Information 8. Business Information 9. Location Address Information

Location Address Information

Select Country USA

Street 123 ANY ST

Street 2 Ex: PMB 24

Select Unit Type Ex: Suite

Unit Ex: 227

City SACRAMENTO

Select State CALIFORNIA

Zip Code 95814

Is your mailing address the same as your location address?

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Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

6. Business Information 7. Industry Information 8. Business Information 9. Location Address Information 10. Business Contact Information

Business Contact Information

Phone Number X-XXX-XXX-XXXX

Extension

Fax Number

Business E-mail Address E-SERVICES4U@EDD.CA.GOV

I want to allow e-mail contact Yes No

Save Cancel Previous Next

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Slide notes

Now you will enter your “Business Contact” information. You can also select to be contacted by the EDD using email, if needed. For this example, we select “Yes” and enter an email. Select “Next” to continue.

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8. Business Information 9. Location Address Information 10. Business Contact Information 11. Taxpayer Representative Contact Information

Taxpayer Representative Contact Information

Enter the name, phone number, and e-mail address of the person authorized to provide the EDD with information needed to maintain your employer account. If the contact person is an outside accountant, agent, or tax representative, also complete and submit a *Power of Attorney Declaration* (DE 48).

First Name JANE

Middle Initial

Last Name DOE

Suffix

Phone Number X-XXX-XXX-XXXX

Extension

Fax Number

E-mail Address JDOE@EDD.CA.GOV

I want to add representative's address: Yes No

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Select "No"

Slide notes

You may add the "Taxpayer Representative Contact" information to your account. If you choose this option, enter the name, phone number, and email address of the person authorized to provide the EDD with information needed to maintain your employer payroll tax account. If the contact person is an outside accountant, agent, or tax representative complete and submit a *Power of Attorney Declaration* (DE 48).

If the address of your representative is different from your business address and you want to provide it to the EDD, select "Yes" to the statement "I want to add representative's address." If you do not wish to provide the address, select "No". For this example, we select "No."

e-Services for Business x

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Taxpayer Representative Contact Information

Enter the name, phone number, and e-mail address of the person authorized to provide the EDD with information needed to maintain your employer account. If the contact person is an outside accountant, agent, or tax representative, also complete and submit a *Power of Attorney Declaration* (DE 48).

First Name	JANE
Middle Initial	
Last Name	DOE
Suffix	
Phone Number	X-XXX-XXX-XXXX
Extension	
Fax Number	
E-mail Address	JDOE@EDD.CA.GOV

I want to add representative's address: ☐ Yes ☒ No

Save Cancel

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Select "Next"

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Select "Next" to continue.

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Menu Register a New Account (DE1) Log Out

9. Location Address Information 10. Business Contact Information 11. Taxpayer Representative Contact Information 12. Payroll Agent Information

Payroll Agent Information

Are you an authorized Payroll Agent? Yes No

Does this business use professional assistance (bookkeeping, accounting, etc.) for payroll reporting? Yes No

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Slide notes

Now you will answer questions about the use of a payroll reporting agent. If you are an authorized payroll agent and use professional assistance with payroll reporting, answer these questions, "Yes." For this example, we select "No" to both questions. Select "Next" to continue.

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Information > 10. Business Contact Information > 11. Taxpayer Representative Contact Information > 12. Payroll Agent Information > 13. Mailing Information

Mailing Information

Do you want to suppress the mailing of payroll tax forms? ☒ Yes ☐ No

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If you do not use professional assistance with payroll reporting, you will be presented with this question “Do you want to suppress the mailing of payroll tax forms?” If you plan to file electronically and do not wish to receive preprinted forms via the US Postal Service select “Yes.” If you wish to receive these forms, select “No.” Select “Next” to continue.

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Menu Register a New Account (DE1) Log Out

0. Business Contact Information 11. Taxpayer Representative Contact Information 12. Payroll Agent Information 13. Mailing Information 14. Declaration

Declaration

Register for Employer Payroll Tax Account Number

I certify under penalty of perjury that the information provided is true, correct, and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. I further certify that I have the authority to sign on behalf of this business.

First Name JANE
Middle Initial
Last Name DOE
Suffix
Title OWNER
Phone Number x-xxx-xxx-xxxx Required
Extension

Save Cancel

Previous Submit

Select "Submit"

Slide notes

Finally, you will complete the "Declaration Page." The declaration page is very important. This is where you certify under penalty of perjury that the information provided is true, correct, complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. You further certify that you have the authority to sign on behalf of this business.

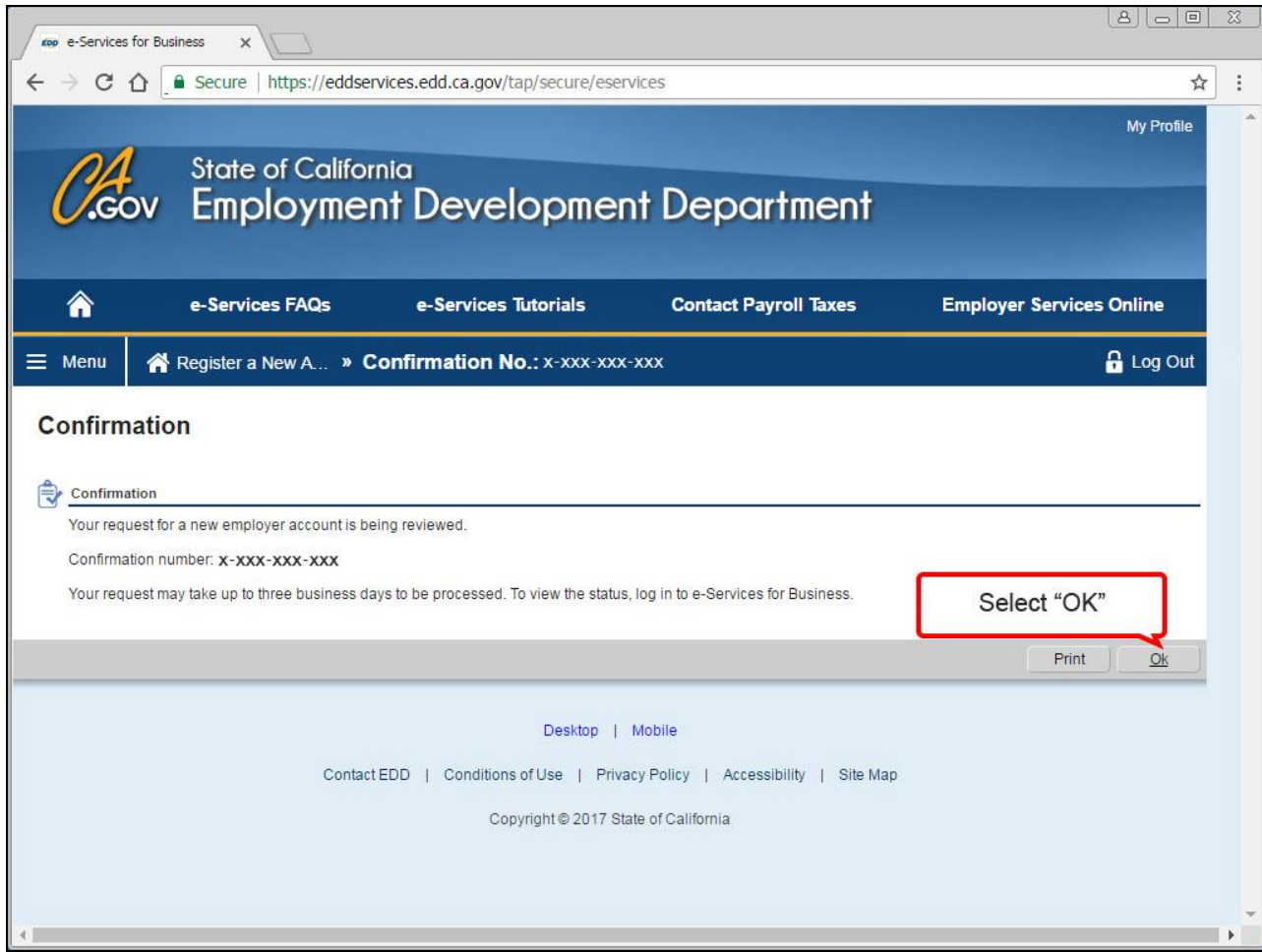
The "Submit" button is now available at the bottom of the page. You may review all the information you entered using the "Previous" and "Next" buttons.

Now that all the questions have been completed, we are ready to select "Submit."

The screenshot shows the State of California Employment Development Department's e-Services for Business portal. The browser address bar displays the URL: https://testedservices.edd.ca.gov/tap/secure/eservices/_/#15. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "Register a New Account (DE1)" and shows a progress bar with steps: "0. Business Contact Information", "11. Taxpayer Representative Contact Information", "12. Payroll Agent Information", "13. Mailing Information", and "14. Declaration". The "Declaration" step is active, and a confirmation dialog box is displayed over the form. The dialog box asks, "Are you sure you want to submit this request?" and has "Ok" and "Cancel" buttons. A red box highlights the "Ok" button with the text "Select 'OK'". The form fields include "First Name" (JANE), "Middle Initial", "Last Name" (DOE), "Suffix", "Title" (OWNER), "Phone Number" (X-XXX-XXX-XXXX), and "Extension". The "Save" and "Cancel" buttons are at the bottom left, and the "Previous" and "Submit" buttons are at the bottom right.

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Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the new employer payroll tax account number you requested.

You can print a copy for your records.

Once your request has been processed, you will receive an email to the email address you used to enroll in e-Services for Business. Most requests are processed within a few minutes, but may take up to three business days.



Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on registering for an employer payroll tax account number.

Be sure to view our other tutorials demonstrating how to file bulk returns, make bulk payments, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.